

Columbia County Amphitheater

Policies, Procedures and Rental Rates



**Rental information:
Sales Office
3300 Evans to Locks Rd.
Martinez, GA 30907
(706) 868-3349**

www.columbiacountyga.gov

Rules and Regulations

General Information

The Columbia County Amphitheater is owned and operated by Columbia County Government. The amphitheater is booked and maintained by the Community Centers Department which is under the Community & Leisure Services Division. The Sales Office is located at the Savannah Rapids Pavilion at 3300 Evans to Locks Rd, Martinez, GA 30907 and can be reached at (706) 868-3349 or found on the county website at: www.columbiacountyga.gov.

Seating Capacity/Audience Area:

The Columbia County Amphitheater can accommodate up to 777 people in the terraced area with a possibility of an additional 200-300 in the overflow area behind the terrace. All patrons must either bring a blanket to sit on or folding chairs. If you're planning to sit in the terraced area, the height of the back of the folding chair cannot exceed 30 inches. No restrictions are in place for the overflow area.

Stage

The stage area is 54' wide and 34' deep with a concrete floor. No "backstage" area is offered but a backdrop could be used. Side-stage area is available on each side of the stage.

Lighting and Sound Equipment

Only electricity is offered with the use of the amphitheater. The stage area has availability of 120/208 5-phase power intended to accommodate all types of needs.

Other Amenities

The amphitheater is situated in a park-like setting overlooking a man-made pond with a ¼ mile walking track and memorial gardens. A small children's playground is also available for your enjoyment.

Night Time Visibility

Lighting along specified walkways is placed to create soft evening lighting. If additional visibility is needed for night time events, additional lighting must be brought in.

Restroom Facilities

Restroom facilities are located inside the Public Library lobby.

Cancellation Policy

Cancellation must be made in writing to be accepted and processed.

A \$25.00 administrative fee will be charged for any cancellation.

If cancellation is made within 24 hours of the initial contract, a refund will be processed in any case minus the processing fee.

Weather conditions must be monitored closely for all events. If weather conditions are expected to prevent an event, these choices may be given.

If the event is **more** than 5 days away, the client will be given an option:

"Rain Check" Selection of a new date or cancel and lose 50% of the rental fee.

If the event is **less** than 5 days away and client cancels, 75% of the rental fee is lost.

Damage deposit will be refunded.

Parking and Access

Over 500 free parking spaces are available by using the parking near the Public Library, the Justice Center and the Government Complex. Handicap parking is available within 200' of the amphitheatre seating area. Traffic control assistance can be scheduled through the sales office.

The most direct access to the facility is from North Belair Road just north of Ronald Reagan Drive in Evans, Ga. A map can be printed from our website at: www.savannahrapids.com.

Rental Policies and Procedures

1. The Columbia County Amphitheater is available for rent by any individual, group or corporate organization for either private or public events. In the case of a public event, additional liability insurance and security may be necessary. The management of the facility will review your requirements and additional arrangements may be necessary.

2. A signed contract and 50% of the rental fee are due and must be received and confirmed by the Sales Office before a rental is guaranteed. If the contract is faxed or emailed, only after the renter has received a confirmation via email or a telephone call, can the contract be considered a guarantee.
3. No dates will be held, we must operate on a first-come, first-serve basis.
4. Upon arrival the client will be greeted by the Staff person assigned to oversee the event. Any changes will be reviewed at that time. At the end of the rental, the staff person will conduct a walk through check to insure the area has been properly maintained. If any problems are noted, appropriate deductions will be made to the damage deposit.
5. All final balances, including a refundable damage deposit, are due no later than 1 week prior to the event date. If additional staff are required, payment must be made the date of the event. Any security personnel will be paid directly on the date of the event.
6. If all rental requirements are met and the facility is left clean and undamaged, the damage deposit will be returned by mail, 10-14 working days after the event. In some cases the Clean Up Fee can also be returned, see Sales Staff for further information.
7. In the event of damage or additional cleaning requirements, any remaining balance will be returned with an explanation of deductions. If the fees exceed the amount of the damage deposit, an invoice will be sent. Payment is expected in full when the bill is received. If the charges are unpaid for more than 30 days, a late fee of 10% will be assessed every month thereafter and added to your outstanding balance.
8. Any equipment, decorations and/or supplies used for the event must be removed immediately after the event.
9. Alcohol can be served in accordance with County ordinances. If it is a public event, a County and a State license are required. Both licenses must be on display during the event. A deputy must be scheduled through the sales office. SRP staff will determine the number of deputies required. All security personnel will be paid on the date of the event by the renter.
10. No alcohol is allowed beyond the seating area. If an event is not in compliance with County ordinances or has been misrepresented, the event will be immediately halted. No refunds will be given if that occurs.
11. Amplified music must end no later than 10pm as specified by County Ordinance. Pyrotechnics are illegal in the state of Georgia and are strictly prohibited. No lewd or distasteful behavior is allowed.
12. When a large public event is planned, additional coordination with the Sales Rep. may be required to schedule crowd control equipment. Additional fees will be imposed based on the number and length of time the additional staff is required.
13. If additional portable restroom facilities or additional trash receptacles are needed, the arrangements of delivery and removal are the sole responsibility of the renter, however that information must be provided to the Sales Office more than two weeks prior to the event date to coordinate placement.
14. Sales of merchandise, food and beverages etc. must be approved by Sales Office Staff prior to event date. Proof of Business License may be required and verifiable.
15. Any advertising or marketing of an event is the sole responsibility of the client. No advertising may be done without a guarantee of rental, i.e. signed and confirmed rental contract.

Any cancellation of events must also be advertised by client when necessary.

16. If a performance is age sensitive, content must be discussed and approved by Amphitheater manager prior to the signing of a contract. This amphitheater sits in a public park and children may be within ear-shot during the performance.

Fee Calculation Worksheet

Item	Per Hour	Per Day	Non Profit Per hour	Non Profit Per Day	# of Hours/ Daily Rate	Total
Amphitheater Rental	75.00	550.00	37.50	440.00		\$
Staffing (Scheduled by Sales Staff)	12.50	150.00	12.50	150.00		\$
Security Personnel	18.00		18.00			\$
Add'l Fees:						
Damage Deposit (Refundable) Flat fee, not hourly	75.00	150.00	75.00	150.00		\$
Clean Up Fee*	25.00	200.00	20.00	160.00		\$
Total Fees Due						\$
Total Deposit Required (50% of rental fee)						\$
Remaining Balance						\$

Daily Rental is not to exceed 12 hours total.

Amplified music must end at 10:00 pm according to County noise ordinance regulations.

Clean up and removal of equipment cannot go beyond 12am.

Security Personnel will be scheduled and paid for duration of event, from beginning of event through the clean up and equipment removal period.

Additional security personnel may be required depending on number of guests expected.

*Clean up fee may be refundable, see Sales Staff for more information.

Columbia County Amphitheater Rental Agreement

Date of Function: _____ Rental time: _____ to _____
 Organization: _____
 Point of Contact: _____
 Address: _____ City _____ State _____ Zip _____
 Home Telephone: _____ Work: _____ Fax _____
 Additional point of contact: _____

Rental Fee: _____ (County Resident/Business or Non-Profit)
 Damage Deposit: _____ (Refundable - 10 to 14 working days after function)
Additional Fees: _____
 Total Due: _____ Total paid today: \$ _____

Event Time: _____ Number of guests to attend: _____
 Deputy Required? _____ Scheduled: _____ to _____ Number of deputies? _____
 Is alcohol to be served? _____ Permits Required? _____

Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to

indemnify and hold harmless Columbia County and the Community Centers from any claims of any kind, including but not limited to; attorneys fees arising from the use or occupation of the premises by renter, renters guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the Community Centers in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Community Centers and its property.

The rental procedures, rental facts, caterer rules, florist rules, house rules and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the lessor shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

***Final payment must be made 60 prior to the event date.*

*** Patrons must be at least 21 years of age to sign rental contract.*

***No function will take place without adult supervision.*

***Person who signs this contract must be present for function unless approved by SRP Staff.*

Please initial the following:

_____ **I have read and understand House Rules.**
_____ **I have read and understand Cancellation Policy.**
_____ **I have read and understand The Alcohol Policy.**

Columbia County retains the right to stop any event if excessive noise or inappropriate behavior occurs.

Signature of Renter: _____ **Date:** _____
Signature of SRP Representative: _____ **Date:** _____

**Please mail signed rental contract to: Savannah Rapids Pavilion
3300 Evans to Locks Rd., Martinez, GA 30907
Signed contract may also be faxed to: (706)868-3435**

Make checks payable to: Columbia County Community Centers